

# Chapter 1

## Processing a Request for Personnel Action

### Chapter Overview

#### Introduction

This chapter describes the process of creating a Request for Personnel Action (RPA) using the modern DCPDS. It is an interactive process that automates the initiating, editing, approving, and coordinating personnel actions between supervisors, managers, personnelists, manpower, and payroll.

#### Chapter Contents

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## Chapter Overview, Continued

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### See Also



Module 1, Fundamentals of the Modern DCPDS  
 Chapter 4, Dated Information and DateTracking  
 Chapter 5, Updating and Viewing the Employee Record  
 Module 2, Position Management and Classification Using the Modern DCPDS  
 Chapter 1, Building Positions  
 Chapter 2, Managing Positions  
 Chapter 4, CORDOC  
 Section, Attaching a Core Document to an RPA  
 Module 4, Staffing Using the Modern DCPDS  
 Module 6, Adminstrating Pay, Benefits, and Entitlements Using the Modern DCPDS

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### Before You Begin

- If your role is as an initiator, you create/initiate an RPA from the **Navigators** Window menu.
  - If your role is one of responding to an RPA that has been routed to you, select the *Civilian Inbox* menu on the **Navigators** Window.
  - The modern DCPDS configures the RPA based on the Nature of Action (NOA) family selected by you, your role and responsibility, and security measures set up by the modern DCPDS and your Component.
  - Lists of Values (LOVs) simplify data entry and decrease the chance for error. Business rules automate the form by performing calculations and validating data for you.
  - For security purposes, the system administrator determines which menu you will see and restricts your access to personnel records by organization and position based on your role and responsibility.
  - Modern DCPDS simplifies data entry for the RPA by:
    - Grouping NOA Codes (NOACs) into families of related actions.
    - Shading of data fields to indicate where to enter data.
    - Automatically entering any related information based on the person and position.
    - Supplying default values for **Extra Information** Windows from the relational database.
    - Providing shortened LOVs of Legal Authorities and Remarks that apply only to the NOA on the RPA.
    - Computing pay amounts based on pay table, pay plan, grade, step, pay rate determinant, duty location, and effective date of the action.
-

# Request for Personnel Action

## Accessing the Request for Personnel Action

From the **Navigator** Window, follow this path to access the **RPA** Window to create an RPA or to access any of the menu options listed under *Request for Personnel Action*.

**Navigation List** → *Request for Personnel Action* → *Appointment* → **<Open>** (or any of the NOAs listed under the *Request for Personnel Action* menu) to display the **RPA – Page 1** Window. Appointment is used in this example to explain the type of information you must enter or automatically populated by the modern DCPDS application when you initiate an RPA.

## Request for Personnel Action Window

The **Request for Personnel Action – Page 1** Window displays.

The screenshot shows the 'Request for Personnel Action' window. At the top, there's a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', 'Help', and 'Window'. Below the menu bar is a toolbar with various icons. The main title bar reads 'Request for Personnel Action [Appointment, Routing Group: CIVDUDHH]'. Below the title bar, there are buttons for 'Change Family', 'Refresh', and a 'Status' field. To the right of these are 'Previous' and 'Next' buttons, with 'Page 1 of 4' in between. The main content area is divided into several sections:

- PART A - Requesting Office**: Contains fields for '1 Actions Requested' (with a dropdown menu showing 'Appointment'), '2 Request Number', '3 For Additional Information Call (Full Name)', 'Telephone Number', '4 Prop. Eff. Date', '5 Action Requested By (Full Name)', 'Title', 'Request Date', '6 Action Authorized By (Full Name)', 'Title', and 'Concurrence Date'.
- PART B - For Preparation of SF 50**: Contains fields for '1 Last Name', 'First Name', 'Middle Name', '2 Social Security Number', '3 Date of Birth', and '4 Effective Date'.
- FIRST ACTION**: Contains fields for '5-A Code', '5-B Nature of Action', '5-C Code', '5-D Legal Authority', '5-E Code', and '5-F Legal Authority'.
- SECOND ACTION**: Contains fields for '6-A Code', '6-B Nature of Action', '6-C Code', '6-D Legal Authority', '6-E Code', and '6-F Legal Authority'.






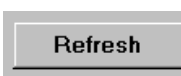
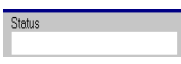
At the bottom of the window, there are five buttons: 'History', 'Extra Information', 'Person', 'Position', and 'Others...'.

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## Request for Personnel Action, Continued

### Request for Personnel Action – Page 1 (Buttons)


A description of the buttons located at the top of the **RPA –Page 1** is discussed below.

| Buttons                                                                                                                                                                        | Description/Function                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><br>     | <p><b>Routing Group Button</b> provides you the opportunity to change the routing group for the action you are processing to another routing group. Everyone belongs to at least one routing group.</p> <p><b>Note:</b> Only one Routing Group may be maintained at the Region. Component business rules will make this determination.</p>                                        |
|                                                                                               | <p><b>Note Pad Button</b> permits you to make comments about the action that you are processing or see notes written by others in the routing groups. Other routing group members can read the note, change, amend, and delete the action. The Civilian Inbox indicates if there is a note with an RPA. The note will remain with the RPA History, even if a user deletes it.</p> |
| <br><br> | <p><b>Change Family Button</b> allows you to change the Nature of Action family to a different action.</p> <p><b>Caution:</b> If you change the NOA to a different family, some of the information on the RPA will be deleted. A message will display with information on what is being deleted.</p>                                                                              |
|                                                                                             | <p><b>Refresh Button</b> allows you to update “refresh” data when you have already selected a person or position on the RPA. Select a Taskflow Button, i.e., <b>&lt;Extra Information&gt;</b>, update the data on all areas that need to be updated, save the data, click <b>&lt;Refresh&gt;</b>, and the new data will populate the RPA data fields.</p>                         |
|                                                                                             | <p>The <b>Status</b> line indicates what type of action has occurred for an RPA. This line displays after the action <u>has been</u> saved; e.g., Authorized, Approved, Update HR Complete.</p>                                                                                                                                                                                   |

*Continued on next page*

## Request for Personnel Action, Continued

### Request for Personnel Action – Page 1 (Buttons) (continued)

| Buttons                                                                           | Description/Function                                                                                                                                                            |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>&lt;Prev and Next&gt; Buttons.</b> Click <b>&lt;Prev&gt;</b> to take you to the previous page of the RPA. Click <b>&lt;Next&gt;</b> to take you to the next page of the RPA. |

### Request for Personnel Action - Taskflow Buttons

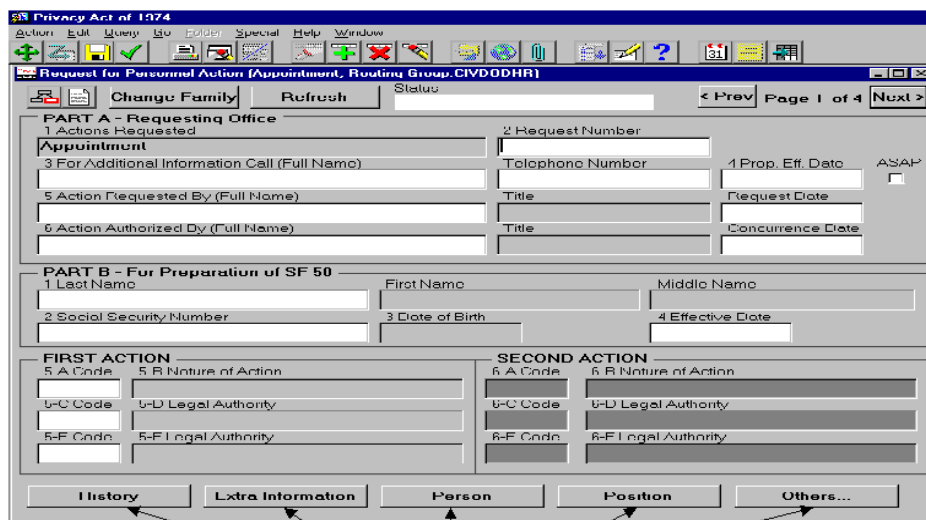
There are five **Taskflow Buttons** at the bottom of each RPA page. These buttons are used to provide additional information that is not included on the RPA.

- The Taskflow Buttons access windows used to provide additional information such as education, security clearance, position description, benefits, etc.
- This information can be an initial input, an update, and reviewed from the RPA.
- If information in the Taskflow Buttons is not complete, the RPA will not update the employee's record.



**Note:** You can access these Taskflow Buttons at any time while in the RPA; however, you must always save any work you have completed prior to accessing the Taskflow Buttons. After saving, follow any directions that are displayed on the screen.


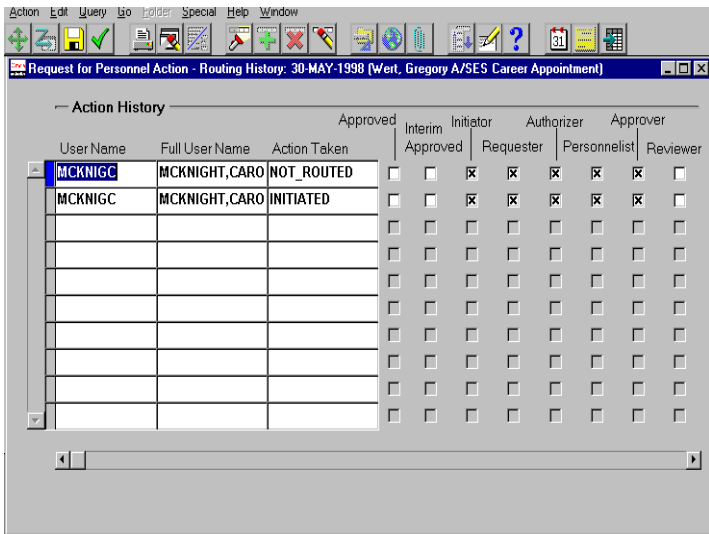
### Request for Personnel Action – Taskflow Buttons Location



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## Request for Personnel Action, Continued


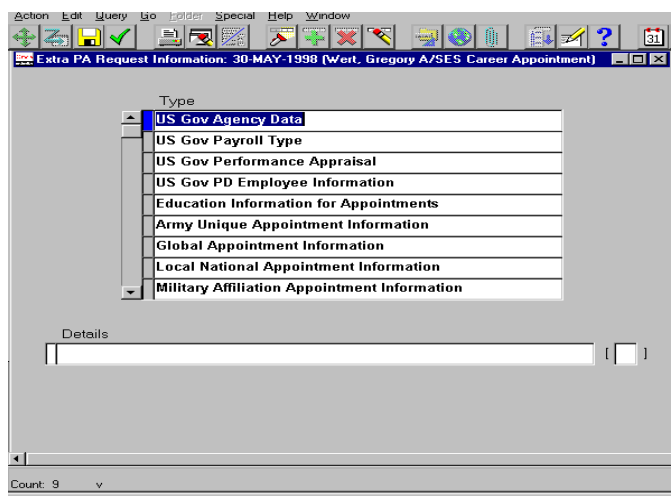
### Accessing Taskflow Buttons from the Request for Personnel Action

| Taskflow Buttons                                                                                     | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>History</div>  | <p>&lt;<b>History</b>&gt; Button displays the <b>Routing History</b> Window that shows a history of the RPA action – who initiated the request, who approved it, who reviewed it, etc. You can see the progress as it is routed, including the personal inboxes and groupboxes.</p> <p><b>Note:</b> Information cannot be changed in this window. It is for <u>viewing/read only</u>.</p>  |

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# Request for Personnel Action, Continued

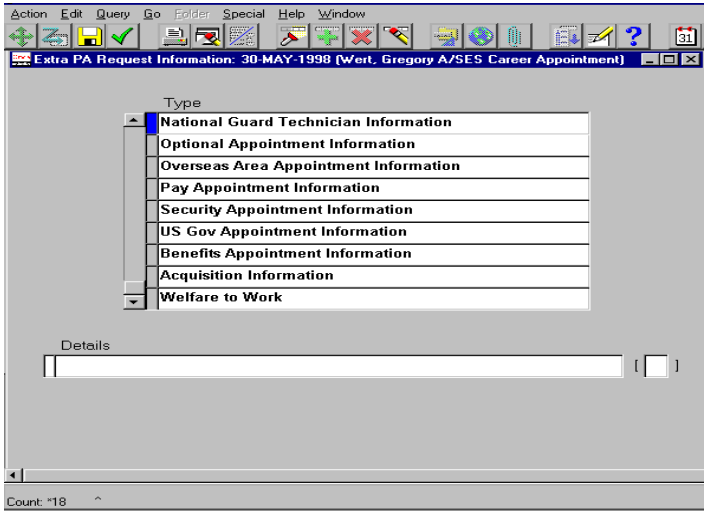

## Accessing Taskflow Buttons from the Request for Personnel Action (continued)

| Taskflow Buttons                                                                                                                                                                          | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div data-bbox="414 430 641 514">  </div> <div data-bbox="438 766 625 808"> <p>Illustration 1</p> </div> | <p>&lt;<b>Extra Information</b>&gt; Taskflow Button allows you to view, change, or input new information in the <b>Extra Request Information Type</b>.</p> <p>Illustrations of <b>Extra Request Information Types</b> are displayed below. Components will determine if they need to be completed unless it is an OPM requirement. Use the scroll bar to see all the additional choices as displayed in Illustration 2.</p> <div data-bbox="714 766 1380 1260">  </div> |

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## Request for Personnel Action, Continued

### Accessing Taskflow Buttons from the Request for Personnel Action (continued)

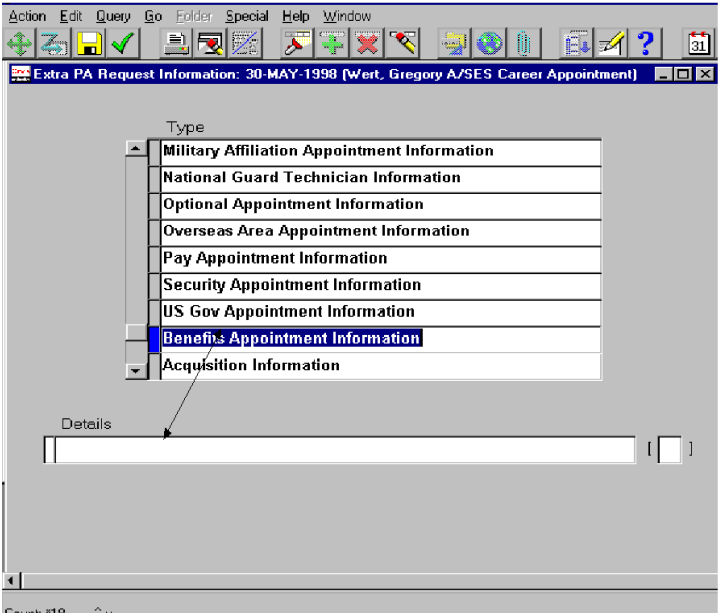

| Taskflow Buttons             | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Illustration 2</b></p> |  <p>The screenshot shows a software window titled 'Extra PA Request Information: 30-MAY-1998 [Wert, Gregory A/SES Career Appointment]'. It features a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', 'Help', and 'Window'. Below the menu is a toolbar with various icons. The main area contains a list box labeled 'Type' with the following items: 'National Guard Technician Information', 'Optional Appointment Information', 'Overseas Area Appointment Information', 'Pay Appointment Information', 'Security Appointment Information', 'US Gov Appointment Information', 'Benefits Appointment Information', 'Acquisition Information', and 'Welfare to Work'. Below the list is a 'Details' section with a text input field and a small icon. At the bottom left, it says 'Count: *18'.</p> <p> <b>Note:</b> Based on the NOA you selected from the <b>Navigation List</b>, you will see different <i>Type</i> categories in the <b>Extra Information</b> Windows. Complete the <i>Type</i> categories as directed by Component business rules.</p> |

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## Request for Personnel Action, Continued

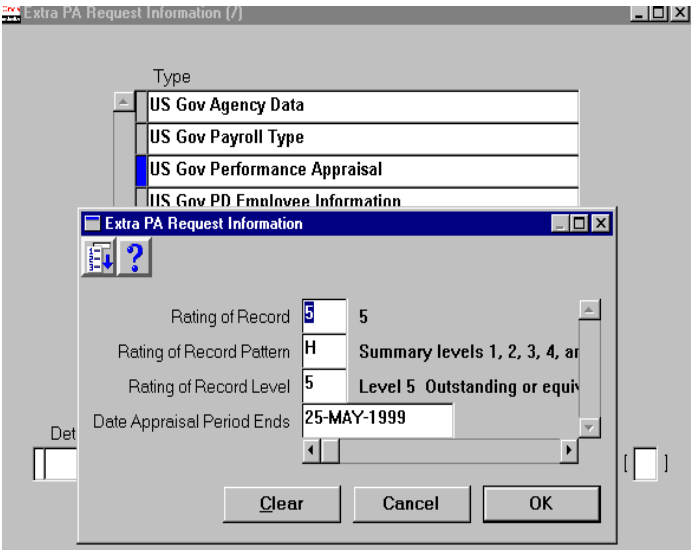
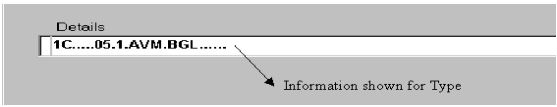
### Accessing Taskflow Buttons from the Request for Personnel Action (continued)

| Taskflow Buttons                | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Extra Information Window</b> | <p>To input data in the <i>Type</i> categories of the <b>Extra Information</b> Window, scroll to the <i>Type</i> needed and click. Then click the “white” area of the <b>Details</b> data field to open a window to input the appropriate information.</p>  <p> <b>Note:</b> Clear the <b>Extra Information</b> Window by clicking <b>Query</b> and <b>Enter</b>. Type a few letters of the <i>Type</i> data name you need in the data field, then a % sign (US Gov%), click <b>Query</b> and <b>Run</b> to display all the categories that have US Gov in the title. You can also use the F7 key to clear the <i>Type</i> categories, type a % sign followed by a few letters of the <i>Type</i> data you need in the data field, then a % sign (%US Gov%), click F8 to run the query.</p> |

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## Request for Personnel Action, Continued

### Accessing Taskflow Buttons from the Request for Personnel Action (continued)

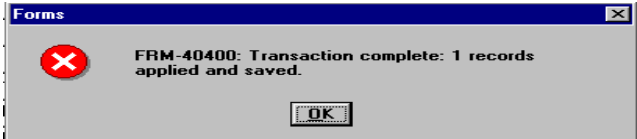
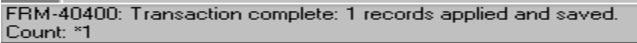
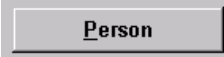
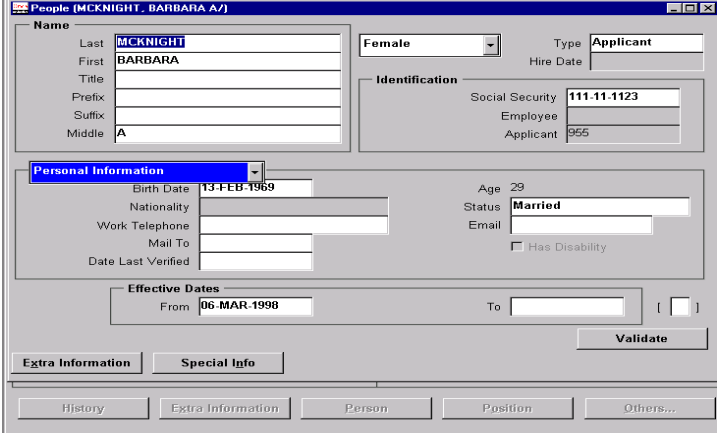

| Taskflow Buttons                              | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Extra Information Window (cont)</b></p> | <p><b>Extra PA Request Information Window displays.</b> Complete the data fields by using the LOV button located in this window next to the question mark.</p>  <p>Click <b>&lt;OK&gt;</b>. The <i>Details</i> data field populates. Continue this process of selecting <i>Type</i>, <i>Details</i>, and <b>&lt;OK&gt;</b> to complete the information for the <b>Extra Request Information Window</b>.</p> <p>◆ <b>Example:</b></p>  <p><b>Note:</b> You <u>must save</u> your work after you have completed the information for each <b>Extra PA Request Information Window</b>.</p> |



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## Request for Personnel Action, Continued

### Accessing Taskflow Buttons from the Request for Personnel Action (continued)

| Taskflow Buttons                                                                  | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Transaction Complete</b>                                                       | <p>When the <b>Forms</b> Window displays, click <b>&lt;OK&gt;</b> to save information on the <i>Extra Information</i> data fields.</p>  <p>A "Transaction Complete" dialog box displays in the Message Line of the window.</p>                                                                                                                   |
|  | <p><b>&lt;Person&gt;</b> Taskflow Button displays the <b>People</b> Window with information on the employee whose action you are processing. A completed record is displayed only if you have entered a name in Part B of the RPA.</p>  <p> <b>Note:</b> You cannot make changes in the <b>People</b> Window or create a new record here.</p> |

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## Request for Personnel Action, Continued

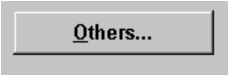
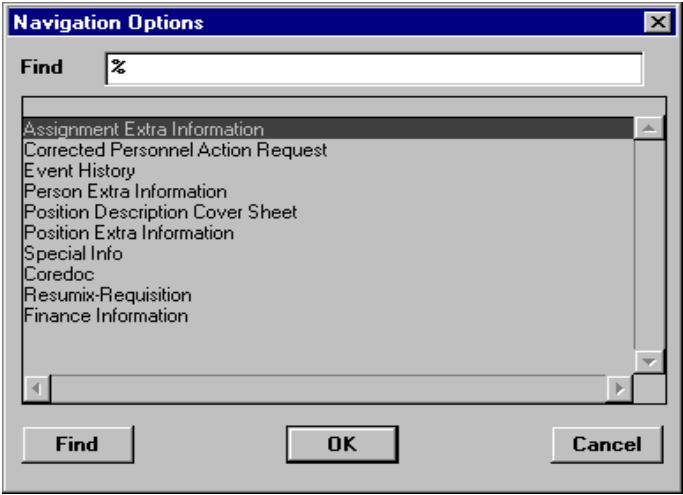
### Accessing Taskflow Buttons from the Request for Personnel Action (continued)

| Taskflow Buttons                                            | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div data-bbox="414 441 634 520" data-label="Image"> </div> | <p data-bbox="678 436 1409 541">&lt;<b>Position</b>&gt; Taskflow Button displays the <b>Position</b> Window for the RPA you are processing, if the <i>To Side</i> data fields are completed.</p> <div data-bbox="686 594 1409 1129" data-label="Form"> </div> <div data-bbox="597 1161 657 1218" data-label="Image"> </div> <p data-bbox="678 1182 764 1213"><b>Notes:</b></p> <ul data-bbox="678 1234 1409 1417" style="list-style-type: none"> <li>• You can build a position from the RPA by clicking &lt;<b>Position</b>&gt;.</li> <li>• The date your position is established must be on or before the effective date of the RPA. You will need to datetrack, if it is not.</li> </ul> |

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## Request for Personnel Action, Continued

### Accessing Taskflow Buttons from the Request for Personnel Action (continued)

| Taskflow Buttons                                                                  | Description/Function                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>&lt;Others&gt;</b> Taskflow Button displays a <b>Navigation Options</b> Window.</p> <p>Highlight anyone of the options; click <b>&lt;OK&gt;</b> and make updates, if necessary.</p>  |

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## Request for Personnel Action, Continued

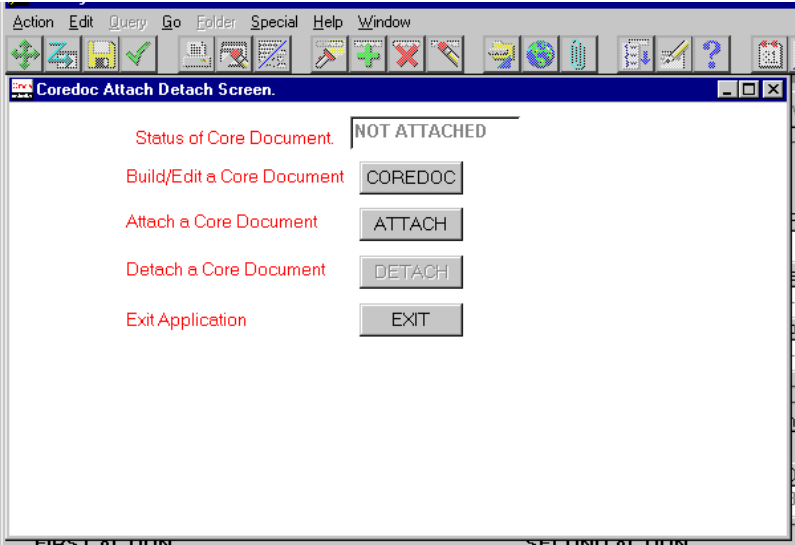
### Accessing Taskflow Buttons from the Request for Personnel Action (continued)

| Taskflow Buttons                                                                                      | Description/Function                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div data-bbox="412 443 638 512" data-label="Image"> </div> <p data-bbox="483 531 566 562">(cont)</p> | <p data-bbox="678 443 1446 548">If you select Position Extra Information, the <b>Extra Position Information</b> Window displays. You can view or add new information to the <i>Type</i> information in the <i>Details</i> data area.</p> <div data-bbox="699 600 1446 1192" data-label="Image"> </div> |

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# Request for Personnel Action, Continued

## Accessing Taskflow Buttons from the Request for Personnel Action (continued)

| Taskflow Buttons                                 | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><div>Others...</div><div>(cont)</div></div> | <p>Clicking COREDOC displays the <b>Coredoc Attach Detach Screen</b> Window with options that can be accomplished from the RPA. Follow the directions displayed on the screen.</p> <div></div> <p>After reviewing all the Navigation Options and making any changes and saving, click &lt;OK&gt; to return to the RPA. If the RPA is ready to save and process, follow the instructions for routing to <b>Route</b> or <b>Update HR</b>.</p> |

# Completing the Request for Personnel Action

## Part A - Requesting Office of RPA – Page 1

This section explains how to complete the RPA. Data fields are described and the actions explained. The white data fields must be completed. The Nature of Action (NOA) selected, determines the fields to be completed. An appointment action is used as an example.



| Data Field               | Description/Action                                                                                                                                                                                                                                                                       |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Actions Requested</b> | The data field automatically populates based on the action selected from the <b>Navigation List</b> → <i>Request for Personnel Action</i> .                                                                                                                                              |
| <b>Request Number</b>    | Each RPA is assigned a 'Request Number' by the modern DCPDS after the RPA is saved for the first time. The 'Request Number' format is YYMMM/9-character Identifier (determined by the Component)/6-Digit Sequential Number (system generated).<br>◆ <b>Example:</b> 00SEPARSW11029123456 |

*Continued on next page*



## Completing the Request for Personnel Action, Continued




### Part A - Requesting Office of RPA – Page 1 (continued)

| Data Field                                                                                                                                                                                                                | Description/Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>For Additional Information Call</b><br><br><br><br> | <p>If you are the person to contact about this action, type in your name or the name of the contact person. The data field can be left blank.</p> <p><i>Or</i></p> <p>Click the LOV for a listing of database names, click the correct name from the LOV, and click <b>&amp;ltOK&gt;</b>.</p> <p><b>Note:</b> If a screen is displayed asking you to reduce the list, type a few letters of the last name of the individual, followed by the % sign; or input a % sign and click <b>&amp;ltOK&gt;</b>.</p> <p>Click the correct name when the list is displayed. Click <b>&amp;ltOK&gt;</b> to automatically populate the data field.</p> <p><b>Note:</b> If you type in the name of a person to contact or any other names in Part A, the name must be entered as listed in the database; e.g., SMITH, JOHN E or Smith, John E or Smith, J.E.</p> <p><i>Or</i></p> <p>Enter a partial name and press the <b>&amp;ltTab&gt;</b> key to display a list of names, select the correct name and click <b>&amp;ltOK&gt;</b> to populate the data field.</p> |
| <b>Telephone Number</b>                                                                                                                                                                                                   | Type in the telephone number of the person to contact about this action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Proposed Effective Date</b>                                                                                                                                                                                            | <p>Type the proposed effective date for the action in the DD-<br/>MMM-YYYY format; e.g., 09-JUN-2000 or the date will<br/>automatically default to ASAP. Hyphens <b>are</b> required and<br/>the month is always capitalized.</p> <p><i>Or</i></p> <p>Click the LOV on the Toolbar. The current month and year<br/>with the current date highlighted is displayed in the<br/><b>Calendar</b> Window. Click the correct date and click <b>&amp;ltOK&gt;</b><br/>to automatically populate the date field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

*Continued on next page*

## Completing the Request for Personnel Action, Continued

### Part A - Requesting Office of RPA – Page 1 (continued)


| Data Field                                                                                                             | Description/Action                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ASAP</b><br><br>                   | Click this data field if you want the effective date on this action to be <u>A</u> s <u>S</u> oon <u>A</u> s <u>P</u> ossible.<br><br><b>Note:</b> You <b>cannot</b> select both a proposed effective date and the <b>ASAP</b> field. If you do not check ASAP or enter a date, the system date will automatically default to ASAP.                                                                                  |
| <b>Action Requested By</b><br><br>    | Type in your name, if you have the role of the <i>Requestor</i> or <i>Personnelist</i> .<br><br><i>Or</i><br><br>Click the LOV for a listing of names given the responsibility of requesting. Click the correct name and click <b>&lt;OK&gt;</b> to automatically populate the data field.<br><br><b>Note:</b> A manager/supervisor who does not have the personnelist role will only see their own name on the LOV. |
| <b>Title</b>                                                                                                           | The Requestor's title automatically populates this field.                                                                                                                                                                                                                                                                                                                                                            |
| <b>Request Date</b>                                                                                                    | The date is automatically populated once the <b>Action Requested By</b> data field is completed. You can change the date by typing in a new date or use the LOV to select a month, day, and year.                                                                                                                                                                                                                    |
| <b>Action Authorized By</b><br><br> | Type in your name if you have the role of the <i>Authorizer</i> or <i>Personnelist</i> . You can also leave blank.<br><br><i>Or</i><br><br>Click the LOV for a listing of names. Click the correct name and click <b>&lt;OK&gt;</b> to automatically populate the data field.<br><br><b>Note:</b> A manager or supervisor who does not have the personnelist role will only see their own name on the LOV.           |
| <b>Title</b>                                                                                                           | The Authorizer's title automatically populates this field.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Concurrence Date</b>                                                                                                | The date automatically populates once the <b>Action Authorized By</b> data field is completed. The date can be changed by deleting it and typing in a new date.<br><br><i>Or</i><br><br>Click the LOV on the Toolbar for a calendar. Click the date needed (DD-MMM-YYYY) and click <b>&lt;OK&gt;</b> to automatically populate the data field.                                                                       |

Continued on next page

## Completing the Request for Personnel Action, Continued

### Part B – For Preparation of SF 50 – Page 1



| PART B - For Preparation of SF 50 |                      |                      |
|-----------------------------------|----------------------|----------------------|
| 1 Last Name                       | First Name           | Middle Name          |
| <input type="text"/>              | <input type="text"/> | <input type="text"/> |
| 2 Social Security Number          | 3 Date of Birth      | 4 Effective Date     |
| <input type="text"/>              | <input type="text"/> | <input type="text"/> |
| FIRST ACTION                      |                      | SECOND ACTION        |
| 5-A Code                          | 5-B Nature of Action | 6-A Code             |
| <input type="text"/>              | <input type="text"/> | <input type="text"/> |
| 5-C Code                          | 5-D Legal Authority  | 6-C Code             |
| <input type="text"/>              | <input type="text"/> | <input type="text"/> |
| 5-E Code                          | 5-F Legal Authority  | 6-E Code             |
| <input type="text"/>              | <input type="text"/> | <input type="text"/> |
|                                   |                      | 6-F Legal Authority  |
|                                   |                      | <input type="text"/> |

| Data Field       | Description/Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Last Name</b> | <p>Type in the last name or part of the last name of the person for which the RPA is being processed. Press the [Tab] to automatically populate the data field.</p> <p><i>Or</i></p> <p>Click the LOV on the Toolbar, click the name from the list displayed, and click &lt;OK&gt; to automatically populate the data field.</p> <p>If you select a name from the LOV, the <b>First Name</b>, <b>Middle Name</b>, <b>Date of Birth</b>, and <b>Social Security Number</b> data fields will automatically populate on the RPA.</p> <p> <b>Note:</b> The list displayed in the LOV is dependent on the type of NOAC selected in data field <b>5A (Code)</b>. In some instances fields are populated by Resumix.</p> |

*Continued on next page*

## Completing the Request for Personnel Action, Continued




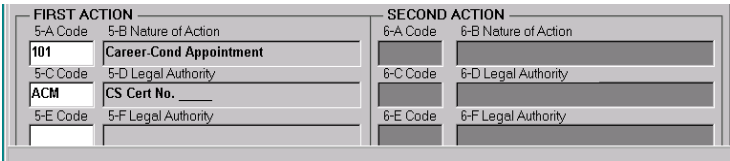
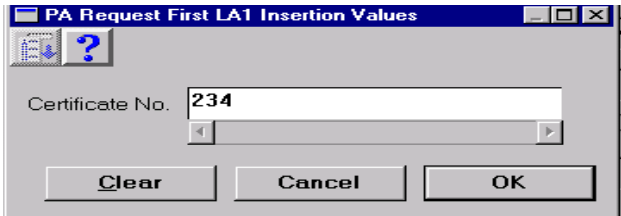
### Part B – For Preparation of SF 50 – Page 1 (continued)

| Data Field                                    | Description/Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Social Security Number</b>                 | <p>Automatically populates based on the <i>Name</i> data field.</p> <p><i>Or</i></p> <p>Click the LOV for a listing of SSNs. You can type a % followed by a couple of numbers and a % and click <b>TAB</b> or <b>[Enter]</b> for a list of SSNs. Click the correct SSN and name and click <b>&lt;OK&gt;</b>. The <i>First Name</i>, <i>Middle Name</i>, <i>Last Name</i>, <i>Date of Birth</i>, and <i>Social Security</i> data fields will automatically populate.</p> <p> <b>Note:</b> If you type in a social security number, the <i>First Name</i>, <i>Middle Name</i>, <i>Last Name</i>, and <i>Date of Birth</i> data fields will automatically populate based on the social security number you typed.</p> |
| <b>Effective Date</b>                         | <p>The Human Resource Office completes the <i>Effective Date</i>. By typing in the effective date using DD-MMM-YYYY format; e.g., 23-MAY-2000.</p> <p><i>Or</i></p> <p>Click the LOV to display a calendar. Click the correct date and click <b>&lt;OK&gt;</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>5-A Code and 5-B Nature of Action Code</b> | <p>Type in the Nature of Action Code (NOA).</p> <p><i>Or</i></p> <p>Click the LOV to display a listing of NOACs, select the correct code, and click <b>&lt;OK&gt;</b> to automatically populate the <i>Code</i> and <i>Nature of Action</i> data fields.</p> <p> <b>Note:</b> The <i>Nature of Action</i> should be selected before other personnel data fields on Part B are completed. The NOA family selected will automatically populate some of the data fields.</p>                                                                                                                                                                                                                                        |

*Continued on next page*

## Completing the Request for Personnel Action, Continued

### Part B – For Preparation of SF 50 – Page 1 (continued)

| Data Field                                   | Description/Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5-C Code and 5-D Legal Authority Code</b> | <p>Type in the <b>Legal Authority Code</b> that you need for this action. Data block <b>5-D Legal Authority Code</b> will automatically populate with the correct Legal Authority.</p> <p style="text-align: center;"><i>Or</i></p> <p>Click the LOV to display the appropriate Authority Code. Click the appropriate code and click <b>&amp;ltOK&gt;</b>.</p> <p> <b>Note:</b> The authority codes in the LOV reflect those that are applicable to the family of the NOA selected in the <b>Nature of Action</b> data field.</p> <p> <b>Tab</b> to the next data field and continue this process until you have completed all the <b>Legal Authority Code</b> data fields that need to be completed to process this action.</p> <p> <b>Note:</b> A number of Codes will automatically populate data block <b>5D</b> with the Legal Authority. Some will have a blank space that needs an insertion value.</p> <div data-bbox="656 1119 1382 1278">  </div> <p>With your cursor in the Block 5D, click <b>[Tab]</b> to display the <b>PA Request First LA1 Insertion Values</b> Window. Type in the information and click <b>&amp;ltOK&gt;</b> to populate the blank space in the <b>Legal Authority</b> data field.</p> <div data-bbox="711 1503 1328 1717">  </div> |

Continued on next page

## Completing the Request for Personnel Action, Continued

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### Part B – For Preparation of SF 50 – Page 1 (continued)

| Data Field | Description/Action                                                                                                                                                                                                             |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <Next>     | Click <Next> at the top of the <b>RPA</b> Window to display the next page of the RPA. You can also click [ <b>Tab</b> ] to display the next page of the RPA, only if the cursor is in the last data field of the current page. |

---

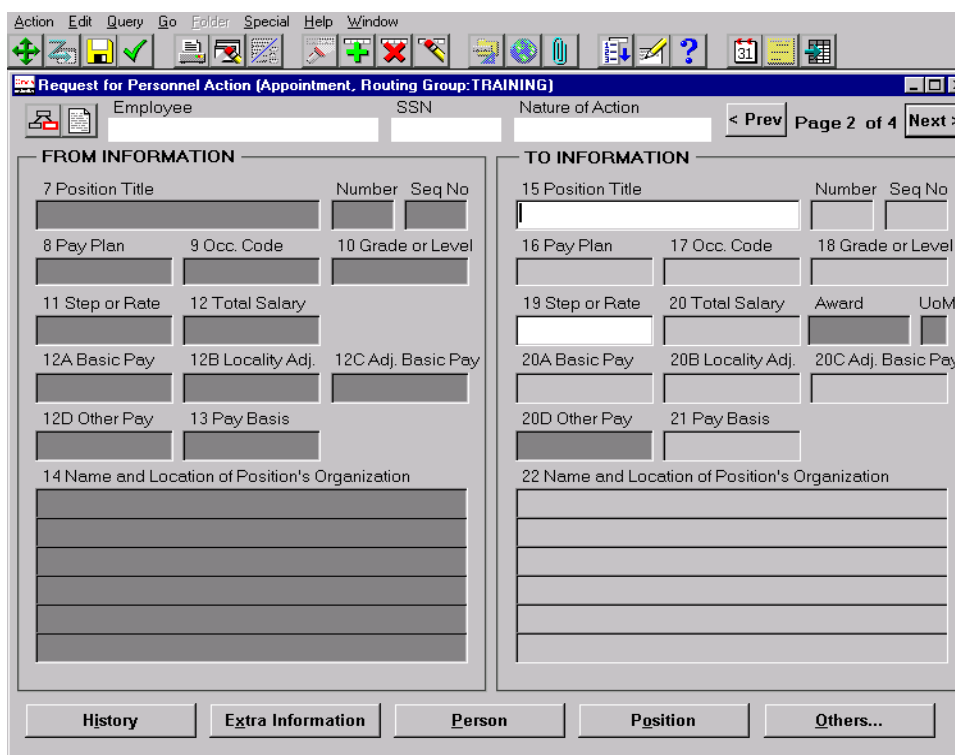
*Continued on next page*

## Completing the Request for Personnel Action, Continued

### Request for Personnel Action - Page 2 From and To Information

The **FROM INFORMATION** and **TO INFORMATION** Regions are automatically populated or not populated based on the NOA selected. If the data fields are white, you may need to complete them. Information needed for the **TO INFORMATION** Region is described below. The same information is applicable to the **FROM INFORMATION** Region, if not populated.

### Request for Personnel Action - Page 2






#### Notes:

- The Routing Group, Note Pad, and <Prev and Next> buttons are always located at the top of each page of the RPA.
- **Employee and SSN** fields are automatically populated on each page of the RPA once a person has been identified with an action.
- **Nature of Action** is automatically populated on each page of the RPA based on the NOA selected from the **Navigation List** or from the **Change Family** button.

*Continued on next page*

## Completing the Request for Personnel Action, Continued

### Part B –From and To Information - Page 2 of RPA

| Data Field                                                                                                     | Description/Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b><br><br> | <p>Click the LOV for a list of position titles available for this action. The <b>Reduction Criteria</b> Window displays. Enter a few letters, followed by “%” and click <b>&lt;OK&gt;</b>. Click the desired position when displayed and click <b>&lt;OK&gt;</b> to populate the <b>Position Title</b> data field for your action.</p> <p><b>Note:</b> Your selection of a position automatically populates the following data fields: <b>Pay Plan, Occ Code, Grade or Level</b>, and <b>Pay Basis</b> on RPA - Page 2.</p>                                                                                              |
| <b>Pay Plan;<br/>Occ. Code;<br/>Grade or Level;<br/>and Pay Basis</b>                                          | <p>These data fields automatically populate based on the position selected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Step or Rate</b><br><br> | <p>Type a two number digit; e.g., "01," in the data field.</p> <p><i>Or</i></p> <p>Click the LOV, select the correct step or rate, and click <b>&lt;OK&gt;</b> to automatically populate the data field.</p> <p>The Pay Rate Determinant is defaulted to “0.” You can change to the correct value if zero does not apply.</p> <p><b>Note:</b> Your input of a step or rate automatically populates the following data fields: <b>Total Salary, Basic Pay, Locality Adj, Adj Basic Pay</b>, and <b>Other Pay</b> on RPA – Page 2. The <b>Effective Date</b> must be inputted before your pay will calculate properly.</p> |
| <b>Total Salary;<br/>Basic Pay;<br/>Locality Adj;<br/>Adj Basic Pay;<br/>and Other Pay</b>                     | <p>These data fields automatically populate based on your input of a step or rate. Centrally maintained Tables keep this information up-to-date at all times.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

*Continued on next page*



## Completing the Request for Personnel Action, Continued

### Part B – From and To Information - Page 2 of RPA (continued)

| Data Field                                                                  | Description/Action                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Award</b>                                                                | Enter the amount of a monetary award or the number of hours in this data field if this is an awards NOA. Otherwise the data field is dark.                                                                                                                                                                        |
| <b>UoM</b>                                                                  | Enter the required Unit of Measure either 'H' for hours or 'M' for money if an awards action. The data field is dark if this is not an award NOA.                                                                                                                                                                 |
| <b>Name and Location of Position's Organization (Data fields 14 and 22)</b> | Information is automatically populated depending on the RPA action. Information completed in Building a Position and the Organization's Address provides this data.<br>See Module 2, Position Management and Classification, Chapter 1, Building a Position, Section, Building a Position's Organization Address. |
| <b>&lt;Next&gt;<br/>&lt;Prev&gt;</b>                                        | Click <b>&lt;Next&gt;</b> at the top of the <b>RPA</b> Window to go to the next page of the RPA or click <b>&lt;Prev&gt;</b> to return to the previous page.                                                                                                                                                      |

### Request for Personnel Action – Page 3 – Employee Data

| EMPLOYEE DATA                                 |                                               |                                               |
|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| 23 Veterans Preference                        | 24 Tenure                                     | 26 Veterans Preference for RIF                |
| <input type="checkbox"/> <input type="text"/> | <input type="checkbox"/> <input type="text"/> | <input type="text"/>                          |
| 27 FEGLI                                      | 28 Annuitant Indicator                        | 29 Pay Rate Determinant                       |
| <input type="checkbox"/> <input type="text"/> | <input type="checkbox"/> <input type="text"/> | <input type="checkbox"/> <input type="text"/> |
| 30 Retirement Plan                            | 31 Service Comp. Date (Leave)                 |                                               |
| <input type="checkbox"/> <input type="text"/> | <input type="text"/>                          |                                               |
| 32 Work Schedule                              | 33 Part-Time Hours Per Biweekly Pay Period    |                                               |
| <input type="checkbox"/> <input type="text"/> | <input type="text"/>                          |                                               |

*Continued on next page*

## Completing the Request for Personnel Action, Continued

### Request for Personnel Action – Page 3 – Employee Data (continued)

| Data Field                                                                   | Description/Action                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Veterans Preference</b>                                                   | <p>This data field automatically populates for an employee. It is blank for an initial appointment. For a change NOA, you can use the LOV on the Toolbar or type in the new information.</p> <p>If blank, click the LOV on the Toolbar and click the applicable veteran's preference for an Appointment and click <b>&lt;OK&gt;</b>.</p>                 |
| <b>Tenure</b>                                                                | <p>This data field automatically populates for an employee.</p> <p>For a change NOA or if input is required, click the LOV on the Toolbar and select the applicable tenure group. Click <b>&lt;OK&gt;</b> to automatically populate the data field. You can also type in the information.</p>                                                            |
| <b>Veterans Preference for RIF</b>                                           | <p>This data field automatically populates for an employee.</p> <p>For a change NOA or if input is required, click the LOV on the Toolbar for a listing, select the applicable Veterans RIF group information, and click <b>&lt;OK&gt;</b>. Or you can type in the information.</p>                                                                      |
| <b>FEGLI; Annuitant Indicator; Pay Rate Determinant; and Retirement Plan</b> | <p>This data field automatically populates for an employee.</p> <p>For a change NOA or if input is required, click the LOV on the Toolbar for each of these data fields. Click the correct information and click <b>&lt;OK&gt;</b> to automatically populate the data field. Or you can type in the information.</p>                                     |
| <b>Service Comp Date (Leave)</b>                                             | <p>This data field automatically populates for an employee.</p> <p>For a change NOA, except on an Appointment, click the LOV on the Toolbar to display a calendar. Click the correct date and click <b>&lt;OK&gt;</b> to automatically populate the data field.</p> <p><i>Or</i></p> <p>Type the correct service computation date in the data field.</p> |

*Continued on next page*

## Completing the Request for Personnel Action, Continued

### Request for Personnel Action – Page 3 – Employee Data (continued)

| Data Field                            | Description/Action                                                                                                                                                                                                                                                           |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Schedule</b>                  | This information is automatically populated from the Position information.<br><br><i>Or</i><br>For a change NOA or if input is required, click the LOV on the Toolbar. Click the correct work schedule for this action. Click <OK> to automatically populate the data field. |
| <b>Part-Time Hours Per Pay Period</b> | This information is automatically populated from the Position information.<br><br><i>Or</i><br>For a change NOA or if input is required, click the LOV on the Toolbar. Click the correct information and click <OK> to automatically populate the data field.                |

### Request for Personnel Action – Page 3 – Position Data



| POSITION DATA             |                      |                                                              |                         |
|---------------------------|----------------------|--------------------------------------------------------------|-------------------------|
| 34 Position Occupied      | 35 FLSA Category     | 36 Appropriation Code                                        |                         |
| <input type="text"/>      | <input type="text"/> | 1. <input type="text"/>                                      | 2. <input type="text"/> |
| 37 Bargaining Unit Status | 38 Duty Station Code | 39 Duty Station (City - County - State or Overseas Location) |                         |
| <input type="text"/>      | <input type="text"/> | <input type="text"/>                                         |                         |
| 45 Educational Level      | 46 Year Deg. Att.    | 47 Academic Discipline                                       | 48 Functional Class     |
| <input type="text"/>      | <input type="text"/> | <input type="text"/>                                         | <input type="text"/>    |
| 49 Citizenship            | 50 Veterans Status   | 51 Supervisory Status                                        |                         |
| <input type="text"/>      | <input type="text"/> | <input type="text"/>                                         |                         |

| Data Field               | Description/Action                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Occupied</b> | Data field automatically populates if a position was selected on the previous page. The data field information is dependent of the type of position to be occupied; e.g., competitive or excepted.<br><br>If input is required, click the LOV on the Toolbar, click the correct position information for this action, click <OK> to automatically populate the data field. |

*Continued on next page*

## Completing the Request for Personnel Action, Continued



### Page 3 – Position Data (continued)

| Data Field                                                                                             | Description/Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FLSA Category; Appropriation Code; Bargaining Unit; Duty Station Code and Duty Station Location</b> | <p>Data fields automatically populate from the Position data.</p> <p>If input is required, click the LOV on the Toolbar. Click the correct information. Click <b>&lt;OK&gt;</b> to automatically populate the data field.</p> <p><i>Or</i></p> <p>Type in the correct information for each data field.</p>                                                                                                                                                                                                                                                                                                           |
| <b>Educational Level</b>                                                                               | <p>For actions other than Appointment, the employee's record automatically populates this data field.</p> <p><i>Or</i></p> <p>Type in the level, if known; e.g., 04, 06, 10, 13 and up.</p> <p><i>Or</i></p> <p>Click the LOV on the Toolbar. Click the educational level for the applicant, and click <b>&lt;OK&gt;</b> to populate the data field.</p> <p> <b>Note:</b> Your input in this data field determines whether or not the <i>Year Degree Att</i> and <i>Academic Discipline</i> data fields need to be completed.</p> |
| <b>Year Degree Att</b>                                                                                 | <p>Type in a four-digit number; e.g., 1995, or use the LOV on the Toolbar if the applicant for the position has a degree when you do an Appointment action.</p> <p>For other actions, the employee's record automatically populates the data field.</p>                                                                                                                                                                                                                                                                                                                                                              |
| <b>Academic Discipline</b>                                                                             | <p>Click the LOV on the Toolbar to display a list of academic disciplines. Click the appropriate discipline and click <b>&lt;OK&gt;</b> to automatically populate the data field. Or type in the information.</p> <p> <b>Note:</b> This data field is completed only if applicant or employee has a degree. The data field is automatically populated from the <b>Person</b> Window for other actions. This information may be required by OPM.</p>                                                                               |

*Continued on next page*

## Completing the Request for Personnel Action, Continued

### Page 3 – Position Data (continued)

| Data Field                                                                                                        | Description/Action                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Functional Class</b>                                                                                           | <p>This data field automatically populates if a position was selected on Page 2 of the RPA.</p> <p>If input is required, click the LOV on the Toolbar. Click the correct information. Click <b>&lt;OK&gt;</b>.</p>                                                                                                                               |
| <b>Citizenship</b><br><br>       | <p>If input is required, click the LOV on the Toolbar. Click the correct information. Click <b>&lt;OK&gt;</b> to automatically populate the data field. Or type in the information.</p> <p>This information automatically populates for an employee.</p> <p><b>Note:</b> This data field <u>must</u> be completed for an Appointment action.</p> |
| <b>Veterans Status</b><br><br> | <p>If input is required, click the LOV on the Toolbar. Click the correct information. Click <b>&lt;OK&gt;</b> to automatically populate the data field.</p> <p><b>Note:</b> This data field is completed for an Appointment action, other types of actions or changes.</p>                                                                       |
| <b>Supervisory Status</b>                                                                                         | <p>This data field is automatically populated if a position has been selected on the previous page.</p> <p><i>Or</i></p> <p>If input is required, click the LOV on the Toolbar. Click the correct information. Click <b>&lt;OK&gt;</b> to populate the data field.</p>                                                                           |
| <b>&lt;Next&gt; or<br/>&lt;Prev&gt;</b>                                                                           | <p>Click <b>&lt;Next&gt;</b> at the top of the RPA Window to display page 4 of the RPA or click <b>&lt;Prev&gt;</b> to return to any previous page of the RPA.</p>                                                                                                                                                                               |

*Continued on next page*

## Completing the Request for Personnel Action, Continued



**Note:** There are six position data fields that you can change on the RPA that will flow back to the Position. The changes should not invalidate the Position that was previously created. These data fields are:

- Data Field 32 - Work Schedule
- Data Field 33 - Part-Time Hours
- Data Field 34 - Position Occupied
- Data Field 35 - FLSA Category
- Data Field 36 - Appropriation Code 1 and Appropriation Code 2
- Data Field 37 - Bargaining Unit Status

### Request for Personnel Action - Page 4

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Request for Personnel Action: 12-OCT-1998 (Separation, Routing Group: CIVDODHR)

Employee SSN Nature of Action < Prev Page 4 of 4 Next >

**PART D - Remarks by Requesting Office**  
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
☐ Yes ☐ No

**PART E - Employee Resignation/Retirement**  
Reasons for Resignation/Retirement

Forwarding Address City State  
Zip Code Country

**PART F - Remarks for SF 50**

| Code | Description | Required                 |
|------|-------------|--------------------------|
|      |             | <input type="checkbox"/> |
|      |             | <input type="checkbox"/> |
|      |             | <input type="checkbox"/> |




History Extra Information Person Position Others...

Count: \*0

*Continued on next page*

## Completing the Request for Personnel Action, Continued

### Part D, Part E, and Part F – Page 4

| Data Field                                                                                                                            | Description/Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Remarks by Requesting Office (Part D)</b><br><br> | <p>The "Yes"/"No" buttons will be checked by the Supervisor completing this data field, if this is a resignation/retirement action, additional information about the action needs to be completed.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If “Yes” is checked, the Remarks section of Part D is grayed out. You must attach a separate explanation to the RPA using the Attachment button on the Toolbar. This meets the requirements of the GPPA. See Chapter 3, Attaching Documents to a Request For Personnel Action, Module 1, Fundamentals.</li> <li>• If “No” is checked, you will be able to type information into the Remarks section of Part D.</li> </ul>                                                                                                                                                                                                                                                           |
| <b>Resignation/Retirement (Part E)</b>                                                                                                | Employee statement is entered in this data field if this action is a resignation/retirement action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Forwarding Address</b>                                                                                                             | Employee's forwarding address is automatically populated if the action is a resignation/retirement action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Remarks for SF 50 (Part F)</b><br><br>          | <p>Click the LOV on the Toolbar to display a list of remarks appropriate for the NOA. Click the appropriate code/remark and click &lt;OK&gt; to automatically populate each <b>Remarks</b> code data field.</p> <p>Move the cursor to the next block in the <b>Remarks</b> data field to input another code/remark, if required.</p> <p>Continue to do this until all appropriate codes/remarks have been selected for this action.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The LOV will display only the remarks that apply to the NOAs selected for your RPA.</li> <li>• If there are more than four remarks in the <b>Remarks</b> data field, place your cursor in the last data field and click the down arrow ↓ key to insert additional remarks. Or, click the new Record  Button on the Toolbar for an additional line.</li> </ul> |


*Continued on next page*

## Completing the Request for Personnel Action, Continued

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### RPA Remarks Tips

The following are some general hints for the Remarks section of the RPA.

- If you wish to insert information in the remarks data field, click in the remarks *code* data field, press the [TAB] key to display the pop-up screen, and type in your remark.
  - If a remark code has been pre-programmed as mandatory for your Nature of Action, the remark code and clear text will pop into the view on the screen as soon as the personnelist touches the remarks input area for the first time.
  - A remark can be deleted by substituting a different remark code in the code field.
  - A remark can be deleted without replacement by clicking the Clear Record  button on the Toolbar.
  - Each remark is a separate record in the modern system, so the “record” you are deleting when your cursor is in a remark code/clear text field is only the remark. It is safe to respond “yes” to erase the remark you want to remove.
-



## Saving and Routing a Request for Personnel Action

---

### Saving your RPA

Click the Save button on the Toolbar  to save your RPA action.

*Or*

On the Main Menu Bar, click **A**ction → **S**ave.

*Or*

Click **A**ction → **S**ave and Proceed.

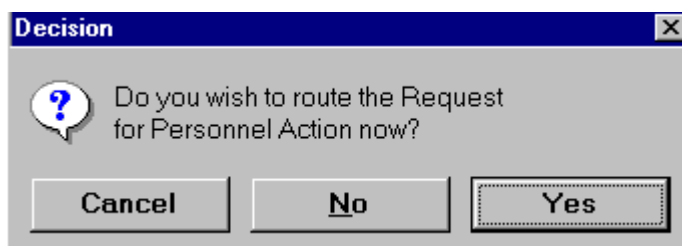
*Or*

Press F10 on the keyboard.

---

### Routing the Request for Personnel Action

Once you have saved your RPA, a dialog box displays.



Click <**C**ancel> to stop the process and return to the RPA.

*Or*

Click <**N**o> to save your action to this point and return to the RPA.

*Or*

Click <**Y**es> to display the **R**outing Window.

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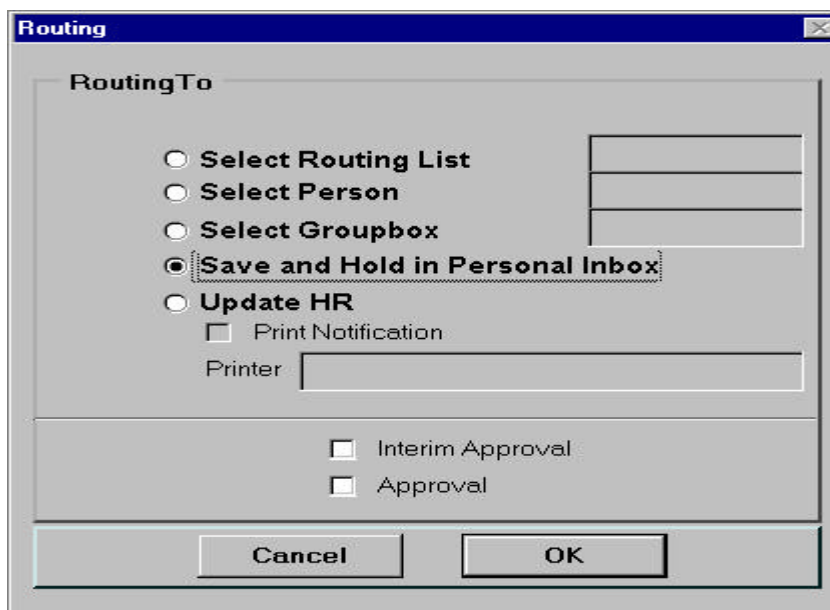
*Continued on next page*

## Saving and Routing a Request for Personnel Action, Continued

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### Routing Window

The **Routing** Window gives you several options for processing your RPA. Select the correct option based on your role in the routing of your RPA.



The screenshot shows a Windows-style dialog box titled "Routing". Inside, there is a section labeled "RoutingTo" containing five radio button options: "Select Routing List", "Select Person", "Select Groupbox", "Save and Hold in Personal Inbox" (which is selected), and "Update HR". To the right of these options are three empty text input fields. Below the radio buttons is a checkbox labeled "Print Notification" and a text field labeled "Printer". At the bottom of the dialog are two checkboxes, "Interim Approval" and "Approval", and two buttons, "Cancel" and "OK".



#### Notes:

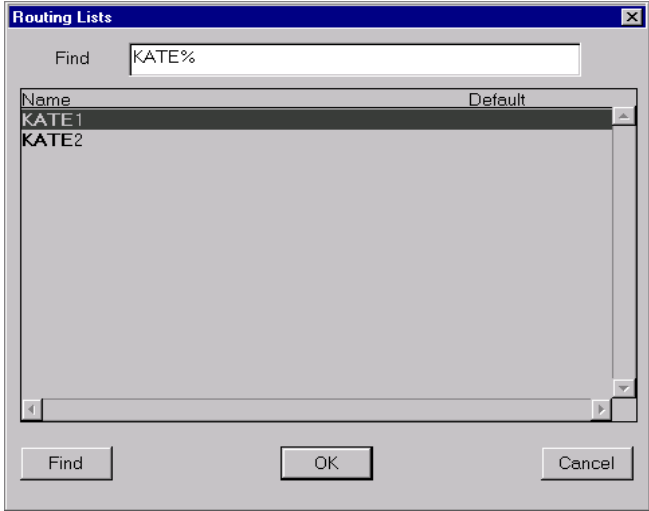
- The application defaults to the **Save and Hold in Personal Inbox** option.
- Some of the options in the **Routing** Window may be grayed out based on your role and responsibility.
- To print a DoD customized NPA which has a four character NOA, deselect the "X" in the **Print Notification Box**. The NPA will default to the user's printer on the effective date.

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## Saving and Routing a Request for Personnel Action, Continued

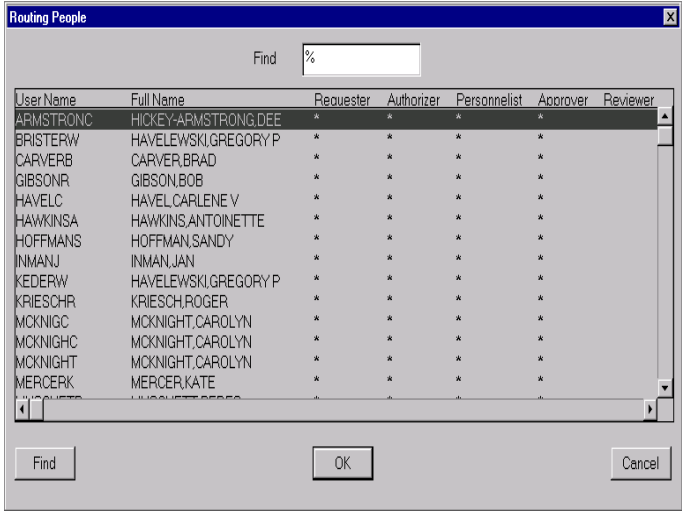
### Routing Window (continued)

| Routing To Region   | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select Routing List | <p>Click <i>Select Routing List</i> to display a <b>Routing Lists</b> Window to allow you to select a predetermined sequence of recipients. The listing defines the order in which a personal inbox or groupbox receives the workflow notification.</p>  <p>Click the correct routing list and click <b>&lt;OK&gt;</b> to populate the data field on the <b>Routing</b> Window. Then click <b>&lt;OK&gt;</b> on the <b>Routing</b> Window to route the action.</p> |

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## Saving and Routing a Request for Personnel Action, Continued

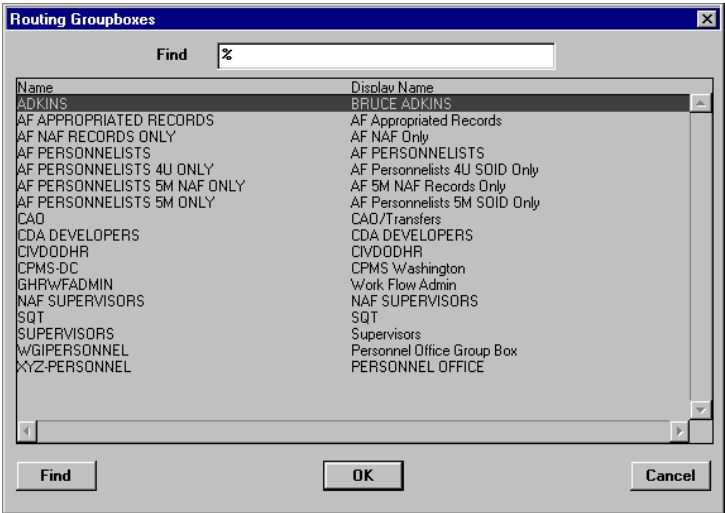
### Routing Window (continued)

| Routing To Region | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select Person     | <p>Click <i>Select Person</i> to display a <b>Routing People</b> Window to route the action with a listing of individuals based on their role.</p> <p>Select the correct individual to route the action too.</p> <p>Click <b>&lt;OK&gt;</b> to populate the data field on the <b>Routing</b> Window. Then click <b>&lt;OK&gt;</b> on the <b>Routing</b> Window to route the action to the correct person.</p>  |

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## Saving and Routing a Request for Personnel Action, Continued



### Routing Window (continued)

| Routing To Region | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select Groupbox   | <p>Click the <i>Select Groupbox</i> to display <b>Routing Groupboxes</b> Window. A groupbox contains a group of people who share a common function in the RPA process. The Groupbox could contain members of an office, branch, workgroup, etc. Each Groupbox member's role is individually defined and may or may not be identical to the roles of other Groupbox members.</p>  <p>Click the correct Groupbox for routing the action based on its role in the RPA process. Click &lt;OK&gt; to populate the data field on the <b>Routing</b> Window. Then click &lt;OK&gt; on the <b>Routing</b> Window to route the action to the correct Groupbox.</p> |

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## Saving and Routing a Request for Personnel Action, Continued



### Routing Window (continued)

| Routing To Region                                                                                                               | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Save and Hold in Personal Inbox</b><br><br> | <p>Select this option if you have not finished working on the RPA action. It will be saved in your Civilian Inbox. You can then select and complete the RPA action at a later time.</p> <p>Click &lt;OK&gt; to save the RPA to your Civilian Inbox.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The system automatically defaults to the Save and Hold in Personal Inbox option.</li> <li>You <b>must</b> save the action to your Inbox in order to query the RPA from your Inbox after the action has processed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Update HR</b><br><br>                     | <p>You can select <b>Update HR</b> <u>only</u> if you have the assigned role and responsibility of updating the modern DCPDS database. This procedure will generate a Notification of Personnel Action (NPA). The modern DCPDS applies the RPA data to the appropriate position and personnel records, replacing existing information with the new information.</p> <p>Clicking <b>Update HR</b> automatically places an “X” in the <b>Print Notification</b> box if the effective date on the RPA is current or a past date. You do not have to print a Notification of Personnel Action at this time; therefore, you can deselect the print option. You can print the personnel action at a later time.</p> <p>NAF activities and other users of NPAs with four-character NOAs <b>must</b> deselect the <b>Print Notification</b> box to get the action to print. It will default to your printer on the effective date of the action.</p> <p><b>Note:</b> The modern DCPDS application does an edit check on the RPA action when the <b>Update HR</b> option is clicked, notifying you of corrections that need to be made before any <b>Update HR</b> can occur.</p> |
| <b>Print Notification</b>                                                                                                       | Discussed in the next procedure of this chapter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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## Saving and Routing a Request for Personnel Action, Continued

### Routing Window (continued)

| Routing To                                                                                               | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Approval</b><br><br> | Click the <i>Approval</i> box on the <b>Routing</b> Window if you are assigned the role of <i>Approver</i> .<br><br><b>Note:</b> As an <i>Approver</i> , you can submit the RPA to <b>Update HR</b> , print the Notification for Personnel Action, return the RPA to the initiator to make changes and resubmit, or return the RPA to the Authorizer to make changes and resubmit or to a personnelist to finalize. |
| <b>Interim Approval</b>                                                                                  | The use of this function is dependent on Component business rules.                                                                                                                                                                                                                                                                                                                                                  |
| <Cancel>                                                                                                 | Click <Cancel> to stop the process and return to the RPA.                                                                                                                                                                                                                                                                                                                                                           |
| <OK><br><br>          | Click the <OK> button to process the action and <i>Update HR</i> or to route the action to another inbox.<br><b>Note:</b> Follow the instructions if an <b>Error Message</b> Window displays on your screen.                                                                                                                                                                                                        |

## Printing a Request for Personnel Action/Notification

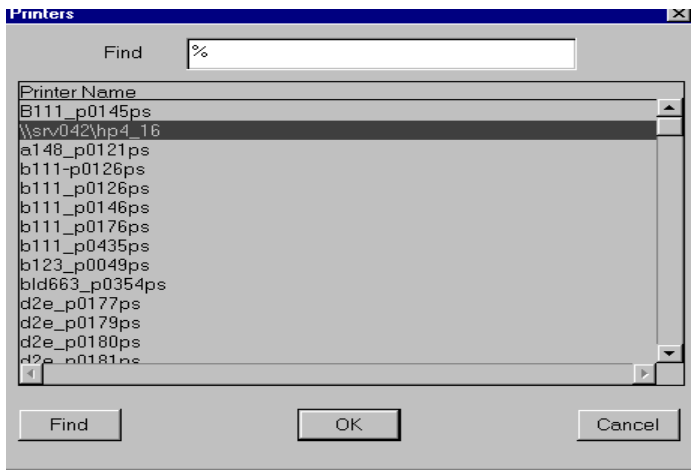

### Printing

There are several methods you can use to print the RPA or NPA.

1. On the Main Menu Bar click **A**ction → **P**rint.
2. Click the Print button on the Toolbar.
3. Print a Request for Personnel Action or a Notification of Personnel Action from the **Routing** Window.
4. For the DoD Customized NOAs, use the **Routing** Window to deselect the “X” in the **Print Notification** Window. It will default to the user’s printer.

### Printing from the Routing Window

This print action is performed when you *Update HR* from the **Routing** Window.

| Routing To                | Description/Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Print Notification</b> | Click the box next to <b>Print Notification</b> . The system places an “X” in the box and the <b>Printer</b> data field is highlighted.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Printer</b>            | <p>Click in the <b>Printer</b> data field, a <b>Printers</b> Window displays listing all the printers that the system administrator has made available. Click the correct printer and click &lt;OK&gt; to automatically populate the printer data field.</p> <p>Click &lt;OK&gt; on the <b>Routing</b> Window to print the action.</p>  <p> <b>Note:</b> You cannot print a future action with a future effective date.</p> |

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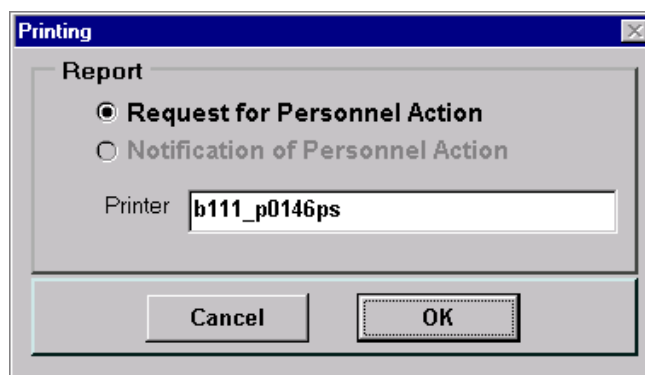


## Printing a Request for Personnel Action/Notification, Continued

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### Printing from the Menu Bar or the Toolbar

- Click **Action** → **Print** on the Main Menu Bar or click the Print button on the Toolbar.
- The **Printing** Window displays. You have the option of printing the Request for Personnel Action (RPA). The Notification of Personnel Action (NPA) is grayed out until on or after the effective date of a finalized personnel action.
- Click your selection based on the action you are completing.
- Click the **Printer** data block to display a listing of printer options. Click the correct printer and click <OK> to automatically populate the **Printer** data field.



- Click <OK> on the **Printing** Window to print the action. A **Note** Window displays with information about your printing request.
  - Click <OK>.
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